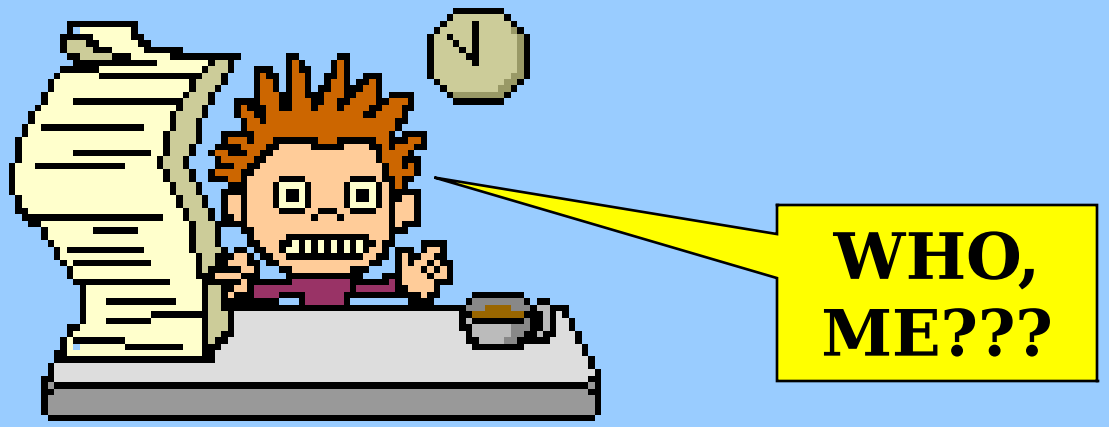
SUPERVISOR SAFETY TRAINING

SAFETY SPECIALIST ASSIGNMENT

NAME	PHONE	E-Mail Address	Command
Soyffer	243-8949	Soyffer.Michael@cnrfe.navy.mil	COMAFLTRAGRU FISC NEX
KAMEKURA	243-7239	Kamekura.Aiichiro@cnrfe.navy.mil	NCIS DAPS DODs School NAVSECGRUACT
INUJIMA	243-6757	Inujima.Kenji@cnrfe.navy.mil	NAVPACMETOCCEN DECA SPAWARSYSCEN The New Sanno
YOKOSAKA	243-6904	Yokosaka.shinzo@cfay.navy.mil	NAVLEGSVCOFF PACPERSUPPACTPAC PERSUPPDET FLTIMAGCENPAC
TAKEUCHI	243-6904	Takeuchi.Keiji@cnrfe.navy.mil	COMSUBGRU 7 NCTSI NAVCOMTELSTA

- Your Safety Manager or Safety Representative is not the program nor is he responsible for you and your subordinates safety.

YOU ARE!



SUPERVISOR'S SAFETY TRAINING

You are not only a big part of the Safety Program

YOU ARE THE KINGPIN

- Without you there is no Safety Program
- Don’t risk an unnecessary injury, illness, or accident. It’s the law, your job and it’s *COMMON SENSE!*

OBJECTIVE:

- *Upon completion of this training you will have a better understanding of your role and responsibilities as a supervisor in regards to safety.*

Topics we will discuss:

- Governing Law and Directives
- Command’s Safety Policy
- Why is Supervisors Safety Training Required?
- Who are Supervisory Personnel?
- Supervisor’s Responsibilities

Topics (continued)

- NAVOSH Deficiency Abatement Program
- Mishap Prevention, Investigation, and Reporting
- Operational Risk Management (ORM)
- Hazardous Material Control &

GOVERNING DIRECTIVES

- Occupational Safety and Health Act (OSH ACT) of 1970
- Section 5(a) of the OSHA ACT:

GENERAL DUTY CLAUSE

"Employers will furnish to employees a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees".

Why is Supervisors Safety Training Required?

- OPNAVINST 5100.23F (NAVOSH Program Manual) requires the training be received within 180 days of assignment as a supervisor. The training enables supervisors to:

➢ Develop skills to manage OSH programs at work unit level)

- Enable recognition of unsafe and unhealthful working conditions
- Manage the activity's OSH Program at the work unit level
- Evaluate OSH performance of subordinates
- Conduct MISHAP Investigation
- Properly use and maintain personal protective equipment (PPE)

WHAT IS A SUPERVISOR?

- OPNAVINST 5100.23 defines as military personnel, E-5 or above, and civilian personnel who give direction to one or more military and/or civilian personnel.
- Another definition might be, “One who has the responsibility for providing subordinates directions and controls their day to day work activities”.

- Supervisors are the link between
- management and workers.

What are my responsibilities as a Supervisor?

- Federal law states that as a supervisor you are legally required to ensure that all those over which you supervise follow the safety rules and regulations of the organization (the Navy, CFAY).

- You must protect those under you from all hazards (recognized and potential).

As a Supervisor you must monitor the following programs if they are being utilized in your work center:

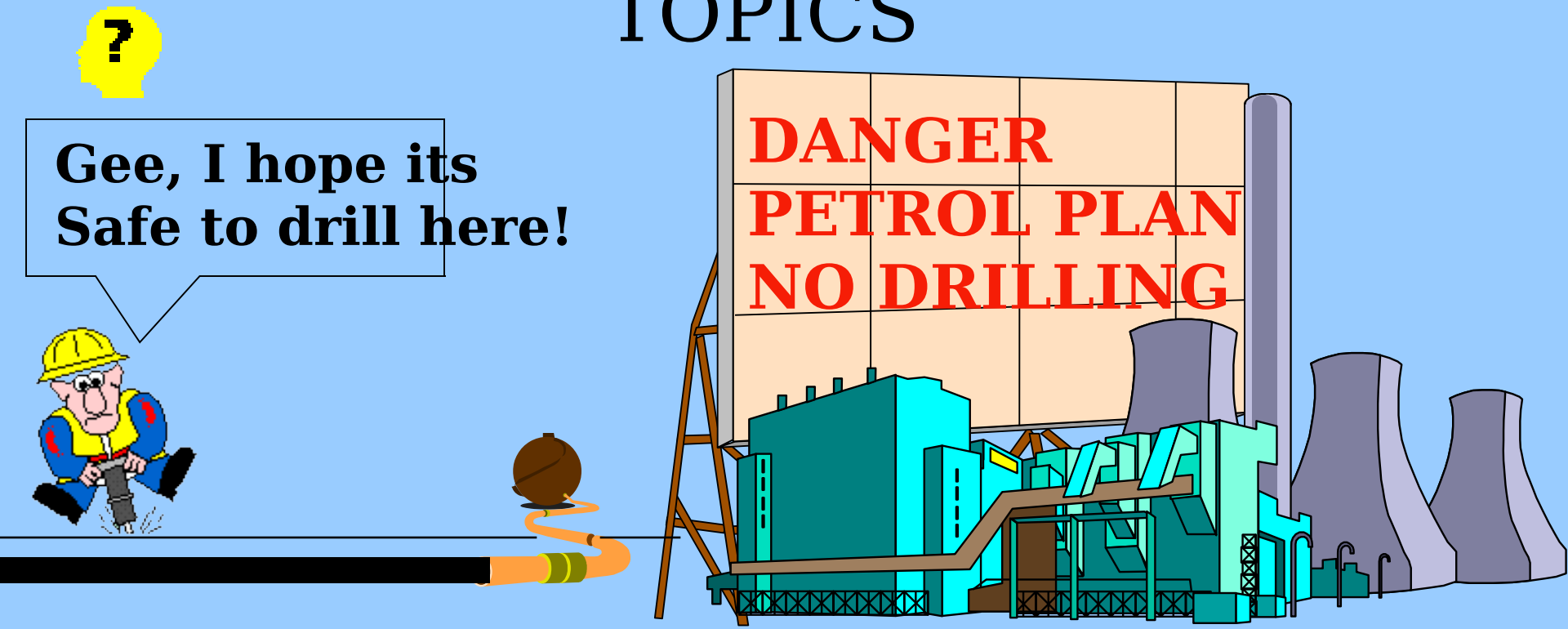
***HEARING CONSERVATION *SIGHT CONSERVATION**
***RESPIRATORY PROTECTION *FOOT PROTECTION**
***HEAD PROTECTION *HAND PROTECTION**
***BLOODBORNE PATHOGENS**
***ASBESTOS CONTROL *MAN-MADE VITREOUS FIBERS**

***BACK INJURY PREVENTION/ERGONOMICS**
***LEAD *CONFINED SPACE ENTRY**
***OCCUPATIONAL REPRODUCTIVE HAZARDS**
***WEIGHT HANDLING/MATERIAL HANDLING**
***ENERGY CONTROL (LOCK-OUT/TAG-OUT)**
***HAZARDOUS MATERIAL**

Lists 14 things a manger or supervisor

are to do to support the OSH Program

THESE WILL BE **HIGHLIGHTED**
AS WE COVER THE VARIOUS
TOPICS



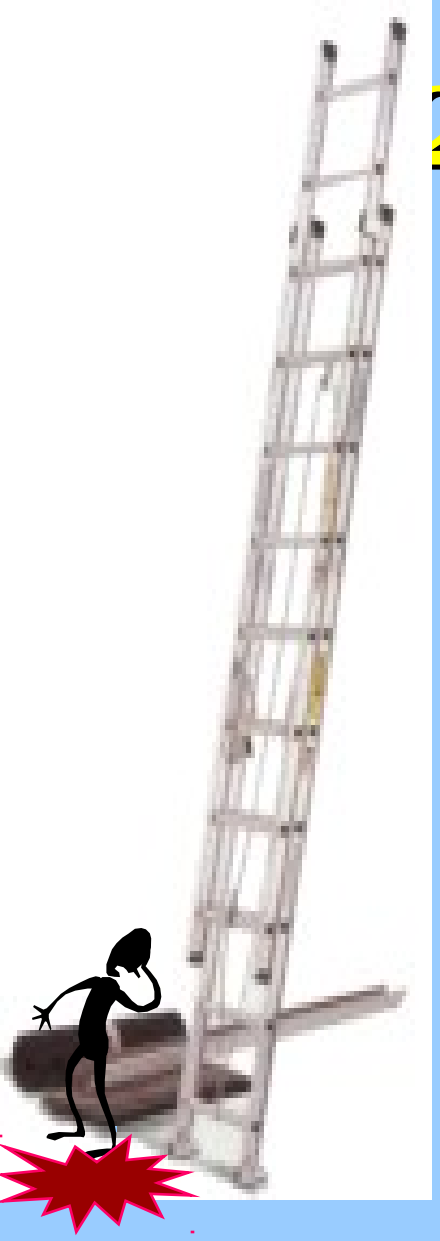
#1 SET THE EXAMPLE

- Role Models (if you cut corners, so will they).
- YOU SET THE TONE IN A WORKCENTER

- Provide detailed Instructions for a particular job.

- If a worker asks about a particular substance or process, give a c answer. If you don't know, fir

- LEAD BY EXAMPLE



2 CORRECT RECOGNIZE HAZARDS:

A. INSPECTIONS
B. WORKER INFO/INPUT
C. SOMEONE SEES A MISHA

- YOUR PEOPLE SHOULD:
- Follow safety rules and instructions
- Report Hazards
- Correct Hazards
- Report Mishaps

#2 CORRECT RECOGNIZED HAZARDS (CONT'D):

-CORRECT A HAZARD IMMEDIATELY
-USE INTERIM CONTROLS UNTIL CORRECTED
-CONTACT THE SAFETY OFFICE ASAP IF HAZARD IS CONSIDERED BY YOU TO BE LIFE THREATENING
- ASK SAFETY FOR A RISK ASSESSMENT WHEN HAZARD IS NOT LIFE THREATENING AND CANNOT BE CORRECTED IMMEDIATELY

#3 ASSIGN OSH RESPONSIBILITIES TO SUBORDINATES

You must have a broad understanding of

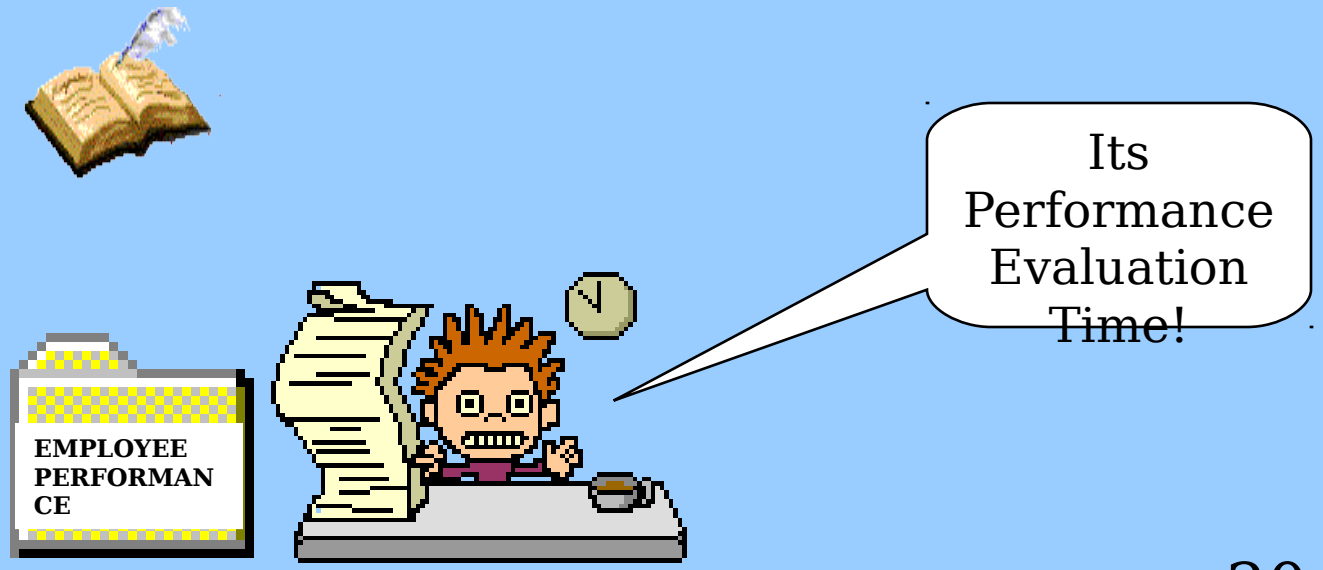
the command's Safety Program.

Your safety program depends on your subordinates being actively involved.

THIS IS A GOOD METHOD TO GET THEM INVOLVED

4 DOCUMENT SUBORDINATE OSH PERFORMANCE

OPNAVINST 5100.23F, para. 0207 states, Supervisors develop procedures ..to measure & ognize superior and deficient performance". It says "performance evals shall include personal ntability consistent with the duties of the posi



#5 ENSURE EMPLOYEES RECEIVE OSH TRAINING

NEW EMPLOYEE:

-COMMAND OSH POLICY

-WORK UNIT OSH POLICY ..YOU NEED AN
POLICY AS A SUPERVISOR

-INDIVIDUAL RESPONSIBILITY FOR SAFE

-EMPLOYEE REPORTING PROCEDURES (NAVOSH 5100/11)

-HAZARDS OF THE WORKSITE
SPECIFIC CHEMICALS & THE HAZCOM PLAN

-INTRO TO THE OCCUPATIONAL HEALTH PROGRA
DD2272

-PPE REQUIREMENTS (HINT…. USE THE ORIENTATION CHECKLIST CERTIFICATE)

SPECIALIZED TRAINING:

-SPECIFIC TO THE WORKSITE

-MUST COVER RELEVANT NAVOSH STANDARDS & COVER ANY SOPs

6 PARTICIPATE IN OSH COMMITTEE MEETINGS

-TO IMPROVE SAFETY BOTH BASE & COMMAND W
-WE NEED YOUR INPUT

#7 PARTICIPATE IN OTHER OSH ACTIVITIES

OSH POLICY COUNCIL
TRAFFIC SAFETY COMMITTEE
SAFETY AWARDS CEREMONY

#8 CONDUCT YOUR OWN OSH MEETINGS/TRAINING

STAND-UP SAFETY MEETING
JOB-SPECIFIC HAZARD TRAINING

HAZARDS!

- Hazards are generally grouped into two broad categories:

  (1) those dealing with Safety and Injuries

  (2) Those dealing with Health and Illnesses

#9 CONDUCT WORKSITE INSPECTIONS

OPNAVINST 5100.23F, para. 0903, "line sup
are responsible for day-to-day inspections &
corrective actions"

***YOU KNOW YOUR WORKPLACE**
***BE PRO-ACTIVE, IDENTIFY & CORRECT DEFICIENCIES BEFORE SAFETY ARRIVES**

#10 PARTICIPATE IN SAFETY OFFICE WORKSITE INSPECTIONS

-LEARN WHAT TO LOOK FOR

-CORRECT DEFICIENCIES IDENTIFIED

IMMEDIATELY!

Unsafe Conditions can be identified by:

- Inspections (Safety or Supervisor)
- Mishap Analysis (someone got hurt)

#11 ENCOURAGE SAFETY THROUGH AWARDS PROGRAM

To stimulate interest in accident prevention, a Safety Awards Program has been developed and implemented.

-Reporting a "Safe Act" **-Annual Award for "No Mishaps"**

-Submit an OPNAV 5100/11 **-Report a "near miss"**

-Notify SUPERVISOR of a safety discrepancy

-Other (military training, civilian training, construction)

-NEEDS YOUR PARTICIPATION & INPUT

SEE CPAT INST 5100.D CH-1, CHAP 11

2 RECEIVE YOUR OWN TRAINI

-WHAT IS REQUIRED BY YOUR WORKSITE

IF UNSURE, ASK IF YOUR TRAINING IS ADEQUATE

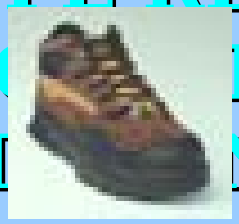
SUPERVISOR MISHAP INVESTIGATION TRAINING

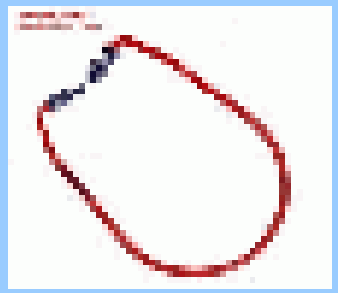
13 PERSONAL PROTECTIVE EQUIPMENT

-SUPERVISORS RESPONSIBLE THAT PEOPLE USE IT

-TRAIN PERSONNEL ON HOW TO TAKE CARE OF IT

-IF UN OF PPE REQUIR T A PROCE MA ERY,AS FF OR A RI NALYS



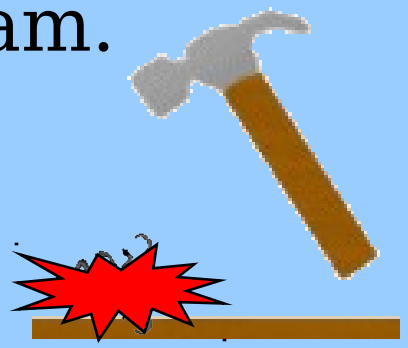


4 ENCOURAGE THE SHARIN OF IDEAS

USE YOUR PEOPLE'S IDEAS TO MAKE WORK EASIER

-GOOD IDEAS BENEFIT EVERYONE

- FACILITY INSPECTIONS
- Inspections conducted at least annually by the CFAY Safety Office.
- Supervisors are notified verbally of inspection results at time of inspection.
- Deficiency Notices (for significant findings) are issued by the Safety Office within 15 working days after the inspection.
- Deficiencies not corrected within 30 days are entered into the NAVOSH Deficiency Abatement Program.

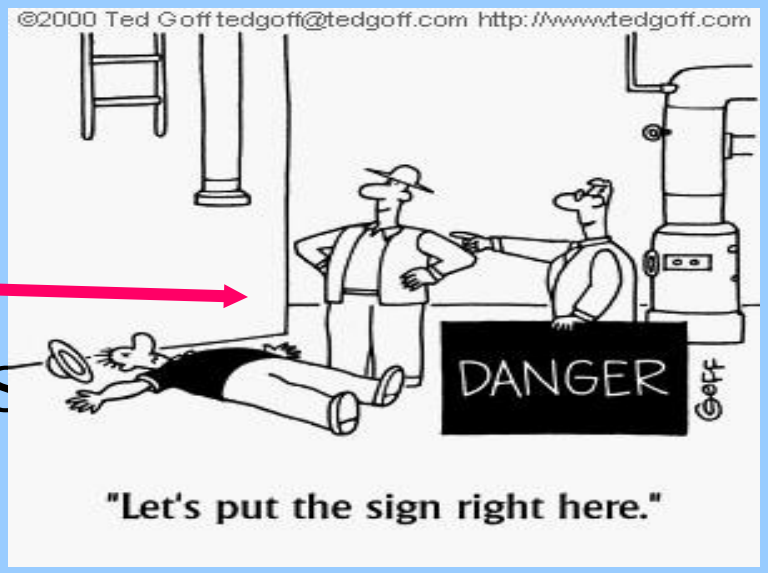


HAZARD **RECOGNITION**

- Falls
- Struck By
- Struck Against
- Caught In, On, Or Between
- Contact
- Breathing/Swallowi

HAZARD **ABATEMENT**

- Engineering Controls
- Guards
- Warning Devices
- Administrative Controls
- Training
- Personal Protective Equipment (least preferred)



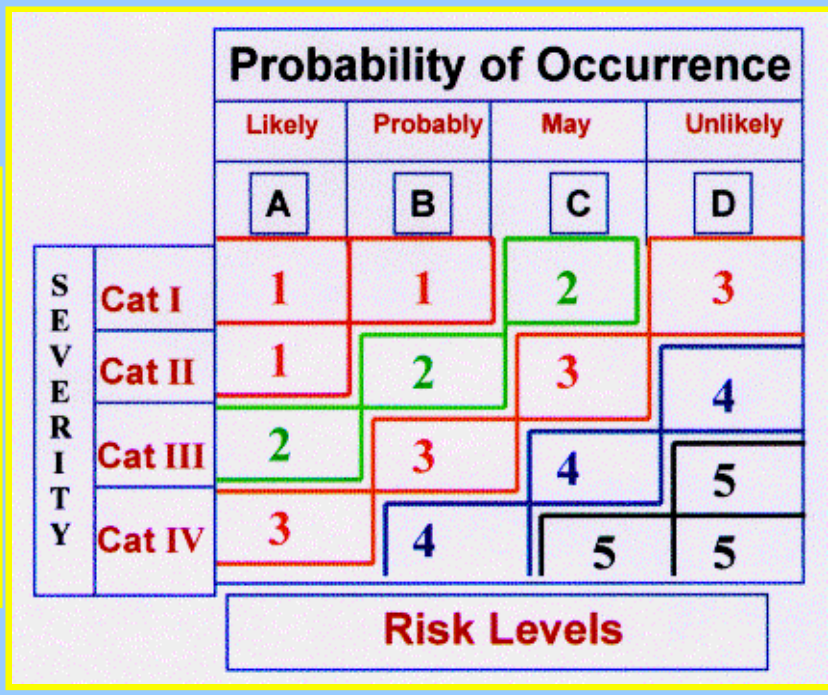
HOW DO WE DECIDE HOW SEVERE A PROBLEM IS?

CATEGORY I - The hazard may cause death, loss of facility/asset or result in grave damage to national interests.

CATEGORY II - The hazard may cause severe injury, illness, property damage, damage to national or service interests or degradation to efficient use of assets.

CATEGORY III - The hazard may cause minor injury, illness, property damage, damage to national, service or command interests or degradation to efficient use of assets.

CATEGORY IV - The hazard presents a minimal threat to personnel safety or health, property, national, service or command interests or efficient use of assets.



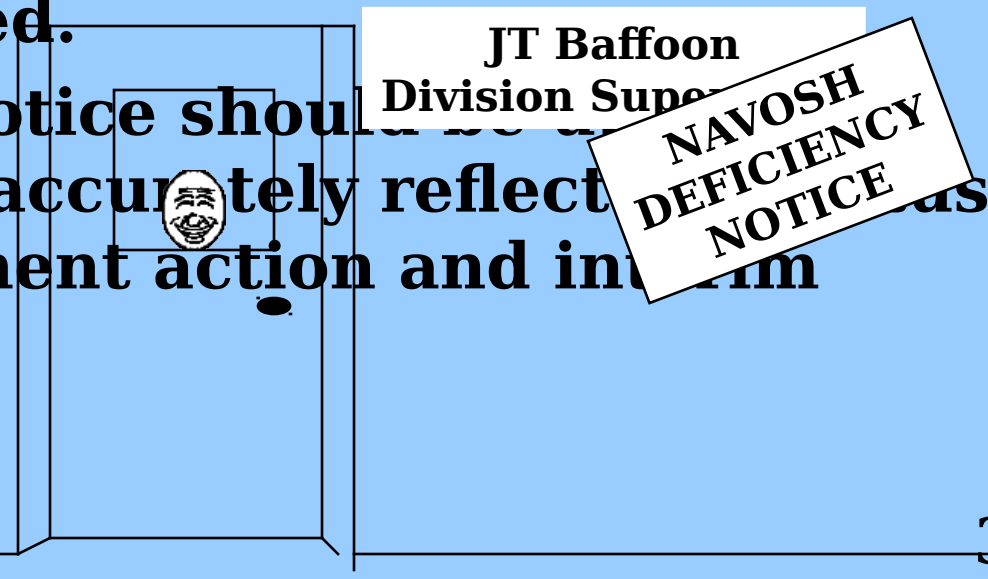
Severity + Probability of Occurrence = RAC

Risk Assessment Code

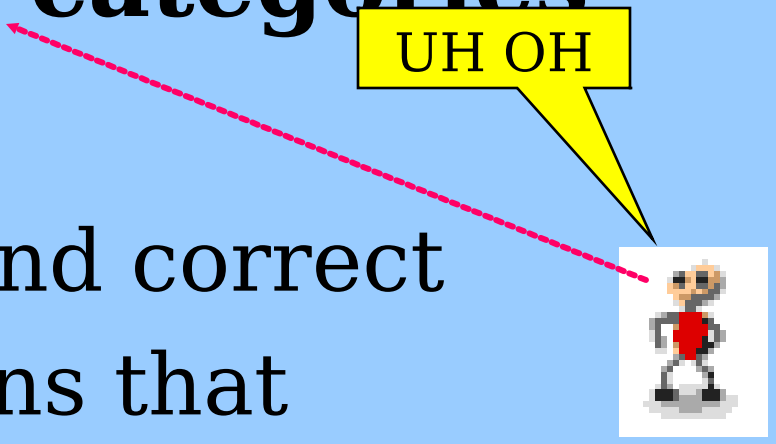
1 = Critical
2 = Serious
3 = Moderate
4 = Minor
5 = Negligible

NAVOSH Deficiency Notice

- **Written for workplace hazards with a RAC 1, 2, or 3 that can not be corrected immediately.**
- **The official in charge of the operation shall take prompt action to correct the hazard.**
- **A copy of the notice must be posted in the area of the hazard until the hazard has been corrected.**
- **The posted notice should be a… necessary to accurately reflect … of the abatement action and in…im controls.**



Causes of mishaps can be divided into two categories



- Unsafe conditions
  - Easier to recognize and correct
  - Covered by regulations that identify and regulate conditions
  - Identified during scheduled inspections
  - Every individual's responsibility to correct or report unsafe conditions

Unsafe Acts

- More difficult to recognize and correct because they involve human factors.
- More accidents are attributed to unsafe acts than to unsafe conditions (approx. 85%).
- Many accidents can be attributed to both.
- Unsafe acts occur both on and off duty.

Mishap Prevention, Investigation and Reporting

- Mishaps which result in damage to facilities and equipment, injury, occupational illnesses or death degrade operational readiness and increase operational cost.
- Prevention is everyone's responsibility.

All Mishaps Require Investigation

- Severity of mishap determines the level at which it will be investigated
- Operational mishaps are divided into four classes

Class A Mishap

The resulting total cost of reportable material property damage is $1,000,000 or more; or an injury or occupational illness results in a fatality or permanent total disability.

Class B Mishap

The resulting total cost of reportable material property damage is $200,000 or more, but less than $1,000,000; or an injury or occupational illness results in permanent partial disability; or three or more personnel are inpatient hospitalized.

Class C Mishap

The resulting total cost of reportable material property damage is $20,000 or more, but less than $200,000; a non-fatal injury that causes any loss of time from work beyond the day or shift on which it occurred, or a non-fatal illness or disease

OPERATIONAL RISK MANAGEMENT

OPERATIONAL RISK MANAGEMENT

“ Commanders have a fundamental responsibility to safeguard highly valued personnel and material resources, and to accept only the minimal level of risk necessary to accomplish an assigned mission.”

From OPNAVINST 3500.39/MCO 3500.27 (Operational Risk Management) signed on 3 April 1997.

Operational Risk Management

The process of dealing with risk associated with military operations, which includes risk assessment, risk decision making, and implementation of effective risk controls.

Organizational Culture

"The way we do things here"

When you discuss **ORM** with personnel in the Navy, this is what you often hear…

Accident:

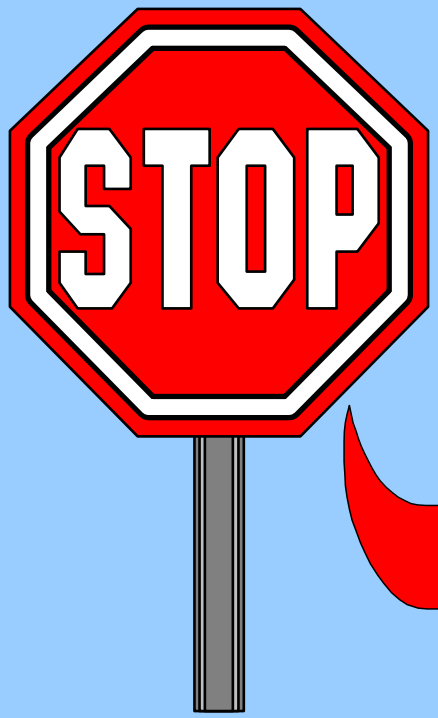
Mishap

The unplanned result of a behavior that is <u>likely</u> a part of an organization's culture.

"*Change* is the Mother of All Risks"

If you detect a shift in:

- The initial plan
- Environment
- Equipment
- Personnel



and evaluate the

***Change*!!!**

The Navy has a number of operational mishaps, but…

What Activity Kills More Sailors Annually?

Driving your car is probably t

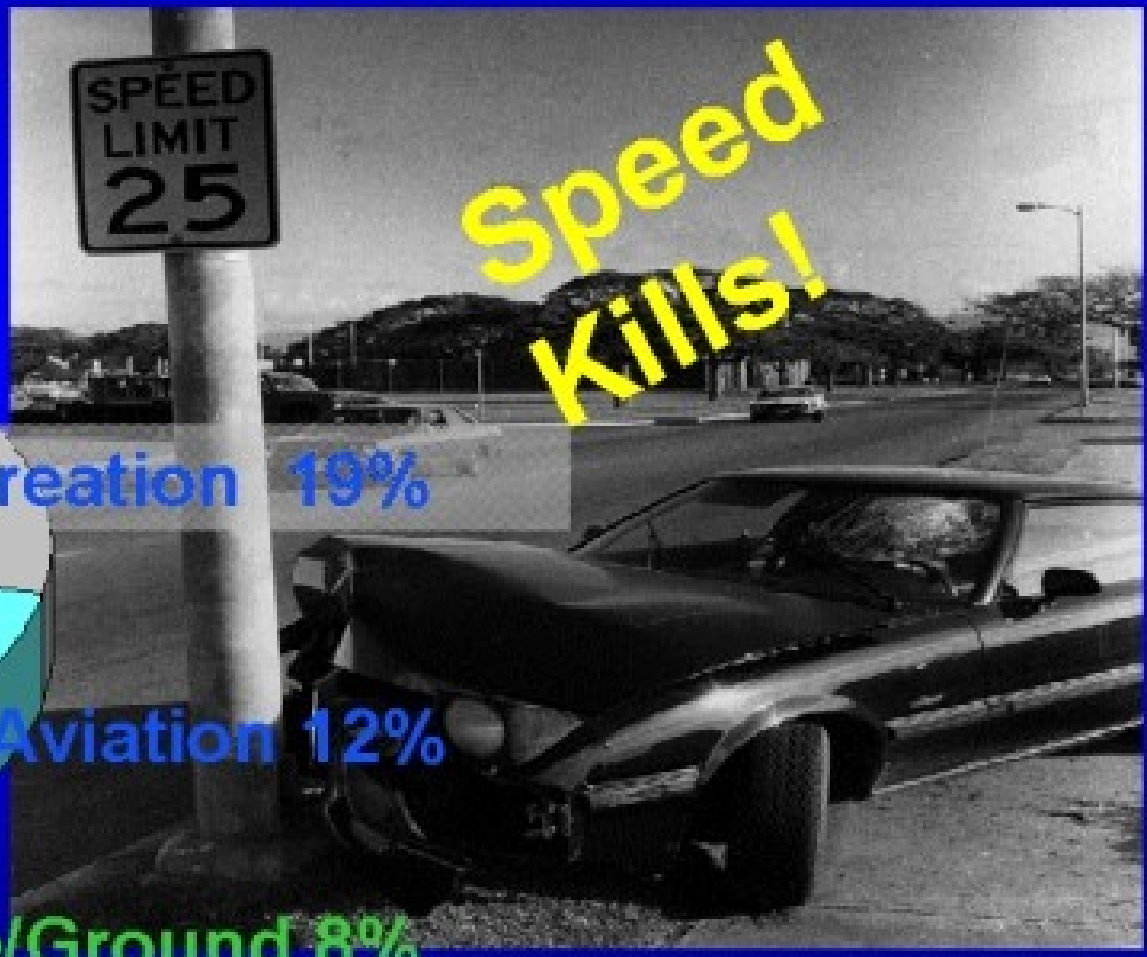
***most dangerous* thing that yo**

Change Can Cost a Command Cash!

How People Died in Mishaps

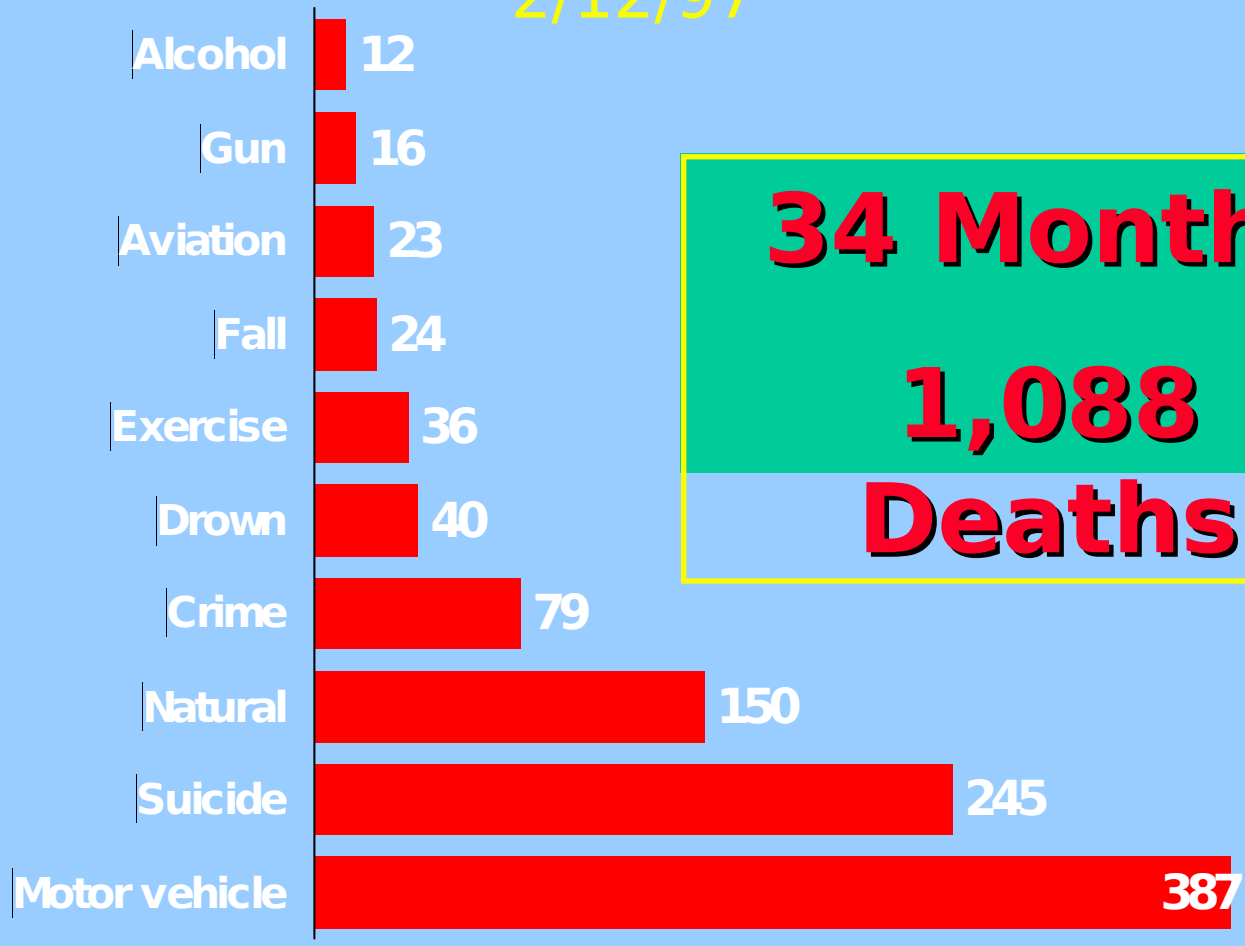
Navy, FY98-02

Deaths:
FY 02: 129
FY 98-02: 548



Death

Navy & Marine Corps Enlisted, 5/1/94 – 2/12/97



34 Months

1,088

Deaths

Death

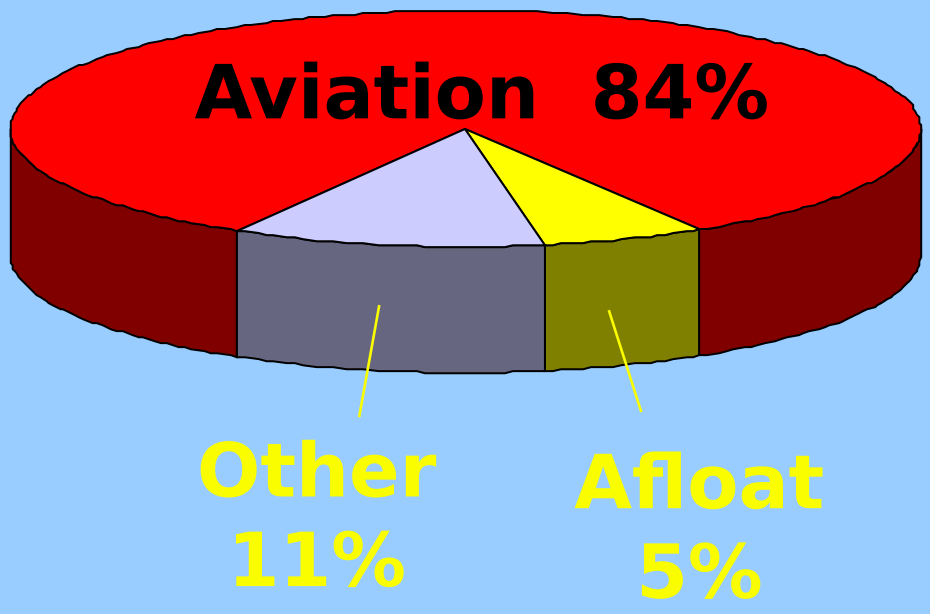
Navy & Marine Corps Officers, 5/1/94 – 2/12/97

34 Months

125 Deaths

The Cost of Navy Mishaps FY 92-97

Total = $3.53 B



Per Year = $587
Per Month = $ 49
Per Week = $ 11
Per Day = $ 1
Per Hour = $ 67
Per Minute= $ 1
Per Second = $ 1

Implementing ORM in Your Command

- Provide basic ORM training to command personnel
- Incorporate identified hazards, assessments and controls into briefs, notices and written plans
- Conduct a thorough risk assessment for all new or complex evolutions
- Address ORM process in safety, training and lessons learned reports

ORM is a process... *not* a program!

It must become an inherent way of doing business

5 Step Process

1. ***Identify Hazards***
2. Assess Hazards
3. Make Risk Decisions
4. Implement Controls
5. Supervise

Operational Risk Management

Identify Hazards

"Experience is the name everyone gives to their mistakes." (Oscar Wilde, 1892)

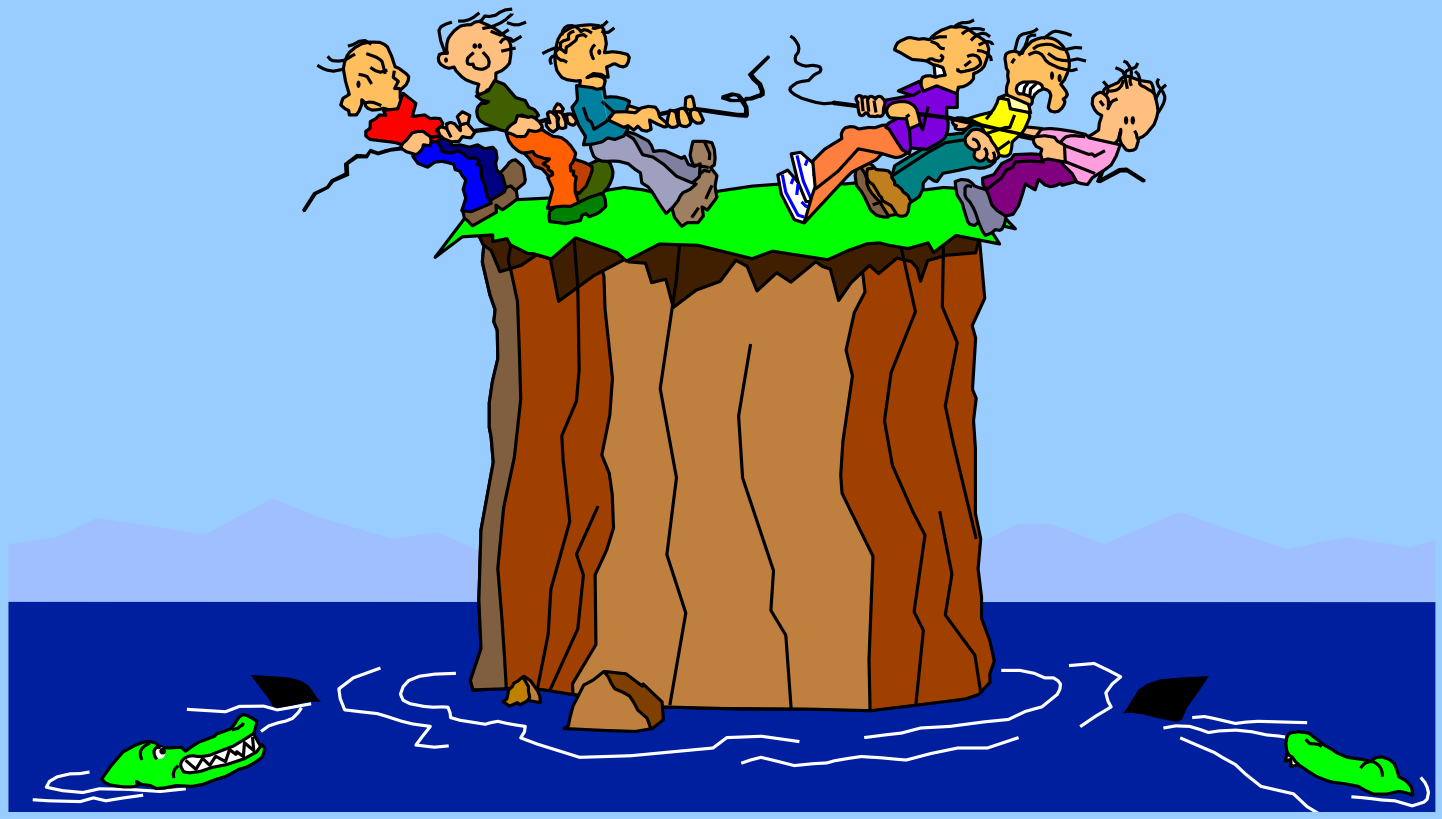
manageable pieces

condition with the potential to cause personal injury or death, property

5 Step Process

1. Identify Hazards
2. *Assess Hazards*
3. *Make Risk Decisions*
4. Implement Controls
5. Supervise

Severity



The worst credible consequence which can occur as a result of a hazard.

Probability:

The likelihood that a hazard will result in a mishap or loss.

Risk Assessment Code

Probability

Severity

	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

5 Step Process

1. Identify Hazards
2. Assess Hazards
3. Make Risk Decisions
4. ***Implement Controls***
5. Supervise

Operational Risk Management

Implement Controls

- Engineering controls
- Administrative controls
- Personal protective equipment

5 Step Process

1. Identify Hazards
2. Assess Hazards
3. Make Risk Decisions
4. Implement Controls
5. Supervise

Operational Risk Management

Supervise

- Monitor for effectiveness of controls
- Watch for changes

4 Rules of ORM

1. Manage by planning
2. Accept no unnecessary risk
3. Make risk decisions at the right level
4. Accept risk when benefits outweigh the cost

"*You will achieve the level of safety that you demonstrate you want to achieve*"

"The more you are looked to
as the example,
the better an example
you become"

A Nun's Story with Audrey Hepburn

Sources of Risk

- Resource constraints
- New technology
- Complex evolutions
- Stress
- Feeling of “Invincibility”

Sources of Risk (cont.)

- Personal work ethic
- Environmental influences
- Human nature
- Speed, tempo of operation
- High energy levels

Leaders - Ask Yourself…

- **Do I have employees with enough self-discipline to do their jobs to the standards I have set?**

Leaders - Ask Yourself…

- **Do I have employees with enough self-discipline to do their jobs to the standards I have set?**

- **Does the command have leaders who are ready, willing, and able to enforce these standards?**

Leaders - Ask Yourself…

- **Do I have employees with enough self-discipline to do their jobs to the standards I have set?**
- **Does the command have leaders who are ready, willing, and able to enforce these standards?**
- **Has our training given people the skills to meet these standards?**

Leaders - Ask Yourself…

- **Do I have employees with enough self-discipline to do their jobs to the standards I have set?**
- **Does the command have leaders who are ready, willing, and able to enforce these standards?**
- **Has our training given people the skills to meet these standards?**
- **Are the standards clear and practical?**

Leaders - Ask Yourself…

- **Do I have employees with enough self-discipline to do their jobs to the standards I have set?**
- **Does the command have leaders who are ready, willing, and able to enforce these standards?**
- **Has our training given people the skills to meet these standards?**
- **Are the standards clear and practical?**
- **Do you have the necessary support for doing our jobs, including equipment,**

Operational Risk Management

Benefits

- Improved mission effectiveness
- Reduction in mishaps

Hazardous Material Control and Management Program

Every item of HM being used in a work space must be on that work space's Authorized Use List (AUL)

Each employee must know where the MSDS's are kept.

All employees must receive training about Hazard Communication (Right to Know) before they work with HM and annually thereafter.

*Before a new item of HM is introduced within a work space it must first be approved and added to the AUL. ***CFAY Form 5100/17**

*Each employee must be trained on each item of HM before being required to use that HM. The training must be documented.

*A Material Safety Data Sheet (MSDS) must be on hand for each item of HM used and available during all work shifts.

QUIZ TIME

Print out and fax this quiz with your answers to CFAY Safety Office at 243-6412 or mail to CFAY Code 004.

Name: _____ Command/Code: _____

Job Title: _____

Phone Number: _____ e-Mail Address: _____

QUIZ

1. **Who is responsible for your subordinates' safety? (Answer)_____**
2. **Your safety program depends on your subordinates being actively involved.**
   a. True b. False
3. **It is the Safety Office's responsibility to ensure that necessary Personal Protective Equipment (PPE) is used. a. True b. False**
4. **Who sill train how to take care of PPE? (Answer)_____**
5. **More accidents are attributed to unsafe conditions than to unsafe acts.**
   a. True b. False
6. **Within how many days after assigned as a supervisor does supervisor have to receive the Supervisor Safety Training? (Answer)_____**
7. **How often do supervisors have to receive the Supervisor Safety Refresher Training? (Answer)_____**